



CITY OF LONG BEACH
EMPLOYMENT OPPORTUNITY
Community Program Specialist I (Unclassified)
Neighborhood Services Bureau
\$21.407 – 29.07 per hour
DEPARTMENT OF DEVELOPMENT SERVICES

POSITION:

The Department of Development Services has an immediate opening for a Community Program Specialist I (Unclassified) to assist the Neighborhood Relations Officer in the management of the everyday operations of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) grant. The successful candidate will be a highly organized, self-sufficient professional with excellent writing skills and attention to detail.

EXAMPLES OF DUTIES:

- Collect data as it relates to the grant program, which includes the number of residents accessing trauma-informed education and number of stakeholders receiving technical assistance and training on trauma-informed care;
- Provide technical assistance and support to community partners in the area of trauma-informed service provision;
- Coordinate meetings and provide administrative support to Neighborhood Relations Officer;
- Serve as a liaison between each service provider;
- Provide ongoing communication with community partners working under the program to ensure program wide communication and coordination;
- Develop and maintain positive work relationships with community members and community partners;
- Interact with community members and promote trauma-informed awareness, which may involve providing or coordinating translation of material;
- Assist with compiling grants application reports;
- Work closely with staff and volunteers;
- Conduct quarterly reviews and site visits;
- Work in coordination with the Safe Families Workgroup to conduct gaps analysis;
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or closely related field and one year of related work experience in program management or grant implementation. *Additional qualifying experience may be substituted for the education on a year-for-year basis.*

MINIMUM QUALIFICATIONS CONT.:

- A valid California motor vehicle operator's license.
- Ability to work occasional nights and/or weekends.

DESIRABLE QUALIFICATIONS:

- Knowledge of the Safe Long Beach Violence Prevention Plan goals, objectives and vision along with knowledge of current theories, techniques and practices of violence prevention and community revitalization.
- Experience in implementing programs and activities in the communities that reflect best-practices pertaining to violence prevention and community revitalization.
- Bilingual skills English/Spanish, English/Khmer, or in English/Tagalog are highly desirable.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Ability to learn, interpret, retain, and communicate technical and complex information, terminology, policies and procedures.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently and exercise sound judgment in carrying out responsibilities.
- Ability to manage multiple assignments/ priorities and consistently produce a professional work product by deadline.
- Proficiency in use of Microsoft Word, Excel, and Outlook, as well as Adobe Acrobat software.

APPLICATION PROCESS:

To be considered, applicants must e-mail a letter of interest and resume in PDF or MS Word format to:

DVJobs@longbeach.gov

No later than 4:00 PM on Monday, January 4, 2016. Recruitment code DV 16-013 must in the subject line of the e-mail. The application packets will be screened and the most qualified candidates will be invited to participate in further selection procedures. Incomplete applications or candidates who clearly do not meet the minimum qualifications will not be considered. Final candidates will be required to pass a thorough background screening.

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-3807. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.